



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-422
Position Title: **Head Operator**
Series and Grade: KB-4402-00
Salary Range: \$32.63 Per Hour
Promotion Potential: None
Opening Date: 5/18/2006
Closing Date: 6/1/2006
Location of Position: Production Department, Binding Division, Pamphlet Section, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

Serves as a resource person for journeyperson bookbinders. Inspects work in progress on a continual basis and makes adjustments as necessary to ensure quality and to meet required production deadlines. Provides advice and assistance to bookbinders who are responsible for setting up, adjusting, and operating binding equipment. Analyzes and troubleshoots problems, including determining the diagnosis and replacement parts. Identifies and coordinates major repair and/or maintenance problems with Engineering Services. Responsible for coordinating with machinists on major equipment repair projects. Answers questions from journeyperson bookbinders on difficult maintenance problems such as pulling shafts on folders, attaching or removing slitter knives, scores, perforators, and collars on folders. Also provides assistance as needed in changing knives on inserters, pulling gears and gearboxes on inserters and tearing down pockets on inserters. Performs changeovers on folders and inserters. Rebuilds stitcher heads on inserters and ensures adequate numbers are operational. Maintains an adequate spare parts inventory. Makes suggestions on ways to improve production methods, personnel practices, equipment performance, and product quality. Provides in-house training to bookbinders as necessary. Ensures that all safety rules and regulations are adhered to in the unit. Performs other related duties as necessary.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to do the work of a Head Operator with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Head Operator. These duties require skill in setting-up, operating, adjusting, and troubleshooting bindery and stitching equipment.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have

handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to do the work of a Head Operator with normal supervision. **(SCREEN OUT #1)**
2. Skill in operating, setting-up, adjusting, and maintaining bindery equipment and stitching machines.
3. Ability to troubleshoot and solve problems with bindery and stitching equipment.
4. Ability to interpret written instructions and binding specifications.
5. Ability to meet deadline dates under pressure.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Plant Operations, Human Capital Department
Stefanie Weathers
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.